



Welcome to the

Health & Human Services

Medicaid Administrative Claiming

(MAC)

Overview

ECI



The Purpose of MAC

- ❑ To provide public Early Childhood Intervention (ECI) programs the opportunity to submit reimbursement claims for administrative activities that support the Medicaid program such as:
 - Medicaid Outreach
 - Medicaid Referral, Coordination, and Monitoring
 - Medicaid Transportation and Translation
 - Medicaid Provider Relations



The Benefits of MAC

- Generate Revenue from MAC claim submission

- Dedicated to the provision of health services



- May be used to enhance services at the ECI program

- To improve and/or expand the level and quality of health/medical and Medicaid services provided to clients within the program.

MAC Process



Participant List
Participant
Identification

Determine who
performs MAC
activities

Random Moment
Time Study

Determine how
much
reimbursable
activity is
performed

MAC Financial
Data Collection

Determine
actual costs
associated with
these activities

MAC Claim
Calculation

Apply
reimbursement
rates (TS, MER,
IDCR) to
calculate a claim

MAC PARTICIPATION REQUIREMENTS

- ✓ An Intergovernmental Cooperation Agreement must be filed and executed with HHSC in order to enter financial expenditure information.
- ✓ Required RMTS participation must be satisfied for the quarter in which the claim is filed.
- ✓ Appropriate financial information must be collected, entered and certified in order to calculate a claim.
- ✓ The claim must signed by a entities employee with signature authority, notarized, and submitted to HHSC for payment.

Note: Copies of all signed documents and financial statements must be kept in an Audit Documentation File



MAC Financial Contact Responsibilities



- ✓ Serve as financial liaison between HHSC & Fairbanks LLC
- ✓ Must attend MAC Financial Training at a minimum annually
- ✓ Enter, verify and certify the MAC financial data on the system
- ✓ **Certify**, notarize and submit quarterly MAC financial reports
- ✓ Maintain financial documentation and supporting materials
- ✓ Must be listed as the primary MAC Financial Contact
- ✓ Trained Financial Contacts must maintain the accuracy of ALL Contacts in the cost reporting system

Participant List Reportable Costs

The public entity reports eligible time study participants at the beginning of each quarter via the **“Participant List”**

- Time Study Positions left **off** the Participant List **are not** eligible to have costs reported during the financial reporting process for that quarter **unless** the position is a clerical position.
- All positions listed on the Participant List must have costs entered
 - These include federally funded positions
- Costs reported are **“position-specific”** not **“person-specific.”**
 - Substitutes - Individual replacing a provider on leave
 - Direct replacement - Individual hired to fill a vacant position

Functional Reporting



- There are two options to enter financial data:

1. Participant Detail

- Detailed basis by individual position

2. Group Summary

- Provider category summary
 - Categories as entered on the participant list
- If your entities enters at this level, they must keep the detail by position/individual in the audit documentation file.

Detailed Worksheet

Psychologists and Interns

Bob	Employee
Joe	Employee
Mary	Contract Staff

Category Summary

Registered Nurse (RN)

Salaries	30,000
Benefits	6,000
Purchased Svcs.	8,000

MAC Financial Reporting

- ❑ MAC financial quarters will not be opened unless the following requirements are met:

- ✓ Active contract with HHSC
- ✓ Appropriate MAC & RMTS training for the FFY
- ✓ RMTS Requirements are met



- ❑ If you are unable to access the quarter, please contact the MAC team via email at:
MAC@hhsc.state.tx.us.



Important Dates for MAC Claim Submissions

<u>Event Description</u>	<u>Open Date</u>	<u>Close Date</u>
1st Quarter MAC Financials	03/25/2019	05/10/2019
2nd Quarter MAC Financials	07/08/2019	08/23/2019
3rd Quarter MAC Financials	10/21/2019	12/06/2019
4th Quarter MAC Financials	02/03/2020	03/20/2020

All important information, notices, claim due dates, etc. can be found on the following website:

<http://rad.hhs.texas.gov/medicaid-administrative-claiming/mac-early-childhood-intervention-eci>

But also look on the Fairbanks home page for updates and all the same information

Contacts



Medicaid Administrative Claiming – (512) 462-6200 – MAC@hhsc.state.tx.us

Dario Avila - Team Lead

Kathy Kemp - MAC Analyst

Cost Report System & Website Questions – info@fairbanksllc.com

Fairbanks Hotline: (888) 321-1225

Websites:

Medicaid Administrative Claiming

<http://rad.hhs.texas.gov/time-study/time-study-eci-training-information>

Random Moment Time Study

<http://rad.hhs.texas.gov/time-study/early-childhood-intervention-eci>